



BIGSTONE HEALTH COMMISSION

EMPLOYMENT OPPORTUNITY

VISION BENEFITS ADJUDICATOR ONE (1) PERMANENT FULL TIME POSITION EDMONTON, ALBERTA

The Bigstone Health Commission in Edmonton, AB is seeking a Health Benefits Adjudicator to join our talented Health Team. This is a rewarding opportunity if you have an appreciation for First Nation culture, a desire for continuing professional development and enjoy the support and collaboration from our multidisciplinary team and various other professionals and agencies.

Duties and Responsibilities:

- Assess and adjudicate vision benefit requests
- Act as an advocate for all members of the health benefits program
- Work with the service providers and members in a pleasant and efficient manner
- Provide program information, advice and assistance to service provides and members
- Maintain provider files

Education and Experience:

- Certificate, diploma, and or degree and or equivalent training and experience combined
- Previous experience working in an optometry office is a requirement
- Previous experience working in a dental office setting is an asset
- Minimum 2 years work experience in an office setting is an asset
- Experience with Microsoft Office programs
- Standard First Aid with CPR
- Typing speed of at least 35 wpm
- Knowledgeable on the Non-Insured Health Benefits programs

Required Skills:

- Must have excellent interpersonal skills and telephone etiquette
- Ability to work both independently and as a part of a team
- Ability to work in a fast paced environment with frequent interruptions
- Be extremely observant to detail and accuracy

Salary will commensurate with experience and qualifications.

Please submit a complete package of the following documents: Cover Letter, Resume, Criminal Record Check, along with 3 work related references to:

Bigstone Health Commission
Box 1020 Wabasca, Alberta T0G 2K0
Email: bhcresumes@bigstonehealth.ca
Fax: 780-891-4010

Closing Date for this Employment Opportunity: October 20, 2021

Applicants are thanked in advance for their interest, however; only those selected for an interview will be contacted.

Vision: To revive, strengthen and protect members' treaty rights to health and to enhance the quality of life of members and others living on Bigstone Traditional lands.